**Transfer of Graduate Credit Pre-Approval Form**

Graduate students must complete this form before taking a course at a college or university other than WCU. A course catalog description or syllabus must also be submitted with this form.

Student Name________________________________________________________

WCU ID #___________________________E-mail____________________________

Credits to be transferred from____________________________________________

Course Number(s)__________________________________________

Course Title(s)_______________________________________________________

Year Taken______________ Credits Taken___________________________

The following criteria apply:

The course(s) for transfer must be graduate level and earned at an accredited graduate school.

The maximum number of credits that may be transferred shall not exceed 30% of the total required for completion of the student’s degree program, rounded to the next highest three-credit increment.

When the course or courses are completed and graded, an official graduate transcript indicating a grade of “B” or better, must be submitted to The Graduate School before any final transfer of credit will be approved and posted. Paper transcripts can be mailed to The Graduate School, 102 W. Rosedale Avenue, West Chester, PA 19383 and electronic transcripts can be sent to gradschool@wcupa.edu.

Credits to be transferred as WCU course number(s):________________________

Transfer recommended by _________________________________ Date

Graduate Coordinator

Transfer approved by _________________________________ Date

Dean of the Graduate School

Please note: If the course is part of the international education experience, please use the Graduate International Transfer of Credit Approval process as part of the WCU study abroad application. Details can be found on the Center for International Programs website.

This form can be submitted from your WCU email address to gradschool@wcupa.edu or dropped off at McKelvie Hall (102 W Rosedale Ave, West Chester, PA 19383).